



418 pg

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO
OPNAVINST 4660.3
OP-508

28 JAN 1985

OPNAV INSTRUCTION 4660.3

From: Chief of Naval Operations

Subj: DEPARTMENT OF NAVY AIR TERMINAL PROCEDURES

Ref: (a) OPNAVINST 4631.2B (NOTAL)
(b) OPNAVINST 4630.13D (NOTAL)

Encl: (1) Department of Navy Air Terminal Procedures

1. Purpose. To establish procedural guidance and standards for operation of Department of the Navy (DON) shore facilities and vessels providing air terminal services to support airlift scheduled under reference (a) and non-tactical carrier/vertical on-board delivery (COD/VOD) operations.

2. Discussion

a. An air terminal is defined in reference (b) as a facility on an airfield that functions as an air transportation hub, accommodates the loading and unloading of airlift aircraft and provides processing of transit cargo, mail, passengers and baggage. Also defined is a "Uni-Service Air Terminal", which handles traffic moved primarily by organic airlift of a single military service. DON air terminals are established under this premise and include loading/unloading support provided by vessels to non-tactical COD/VOD operations.

b. DON airlifts may receive air terminal support at Military Airlift Command (MAC) aerial port facilities (reference b), air terminals of another military service, commercial/civil airports, or at other military aviation activities. At DON activities not designated MAC aerial ports, terminal support is considered a collateral function coincidental to airfield or vessel operations.

c. The operation of a DON air terminal requires adherence to a number of directives, established practices, and knowledge of air transportation capabilities and requirements. Enclosure (1) establishes a single comprehensive source of uniform procedures and information to provide direction and ensure the safe and efficient flow of air traffic.

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3. Scope

a. Enclosure (1) is applicable to all DON facilities, ashore and afloat, where air terminal services are provided as a collateral function. Enclosure (1) is not applicable to tactical airlift operations ashore or on vessels.

b. DON facilities designated as MAC aerial ports in reference (b) will use appropriate Air Force or MAC operating directives to provide air terminal services and conduct operations.

c. DON facilities providing air terminal support for Navy contract airlift services (QUICKTRANS) will use procedures prescribed by the QUICKTRANS contract.

4. Action

a. Commanding officers/officers-in-charge of facilities/vessels providing collateral air terminal services, as discussed here, will use enclosure (1) as the basic source of reference for this function. An Air Terminal Officer (Air Transfer Officer (afloat)) shall be designated to manage air terminal functions. Assignment may be as a primary or collateral duty to an officer, enlisted or civilian consistent with the anticipated volume of traffic and appropriateness to the location or mission of the command.

b. The scheduling authority under reference (a) will arrange for air terminal services required at civilian airfields.

5. Forms

a. DD Form 1384, Transportation Control and Movement Document (TCMD);

(1) Navy SN: 0102-LF-013-5700

(2) Marine Corps SN: 0102-LF-013-6100

b. DD Form 1385, Cargo Manifest; SN 0102-LF-001-3650

c. DD Form 1387, Military Shipment Label;

(1) Priority 1, SN 0102-LF-013-6700

(2) Priority 2, SN 0102-LF-013-6601

(3) Priority 3, SN 0102-LF-013-6702

- d. DD Form 1387-1, Military Shipping Tag;
- (1) Priority 1, SN 0102-LF-013-7002
 - (2) Priority 2, SN 0102-LF-013-6900
 - (3) Priority 3, SN 0102-LF-013-6801
- e. DD Form 1387-2, Special Handling/Data Artification;
SN 0102-LF-001-3876



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OPNAVINST 4660.3

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DEPARTMENT OF THE NAVY

AIR TERMINAL

PROCEDURES

Enclosure (1)

28 JAN 1985

DON AIR TERMINAL PROCEDURES

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CHAPTER 1

INTRODUCTION

REFERENCES

- (a) OPNAVINST 4631.2B
- (b) OPNAVINST 4630.13D
- (c) SECNAVINST 6210.2
- (d) OPNAVINST 5840.3A
- (e) OPNAVINST 3710.2E

1.1 General. This Instruction provides basic guidance in the operation of a Navy air terminal facility to support air logistics movements scheduled and flown following reference (a), and to support non-tactical airlift operations to a vessel.

1.2 Facilities. Each air terminal, according to local capabilities, should include at least the following:

a. Designated space to process anticipated passenger loads, including a waiting area, scales, and a secured area for inspected passengers and baggage.

b. Designated secure area sufficient for expected cargo.

c. Ground support equipment for anticipated aircraft loads, including cargo/baggage carts and passenger ramps.

d. Passenger inspection device. (Not required for shipboard operations.)

e. Schedule board to show flight number, aircraft type, destination, origins, arrival/departure times, load, space available, and other pertinent information.

f. Local facility information board showing: local transportation schedules; location/hours of operation for exchange, mess, recreation, and medical facilities; and other pertinent information for passenger comfort. (Not required for shipboard operations.)

1.3 Air Terminal Officer/Air Transfer Officer (ATO)

a. The Air Terminal Officer (ATO)/Air Transfer Officer (afloat) duties may be primary or collateral depending on the level of operations.

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b. Responsibilities include:

(1) Compliance with applicable instructions and regulations referenced here;

(2) Implementing aircraft movements and load priorities following reference (b);

(3) Arranging for servicing, maintenance, meals and supplies for transiting aircraft;

(4) Crewmember ground transportation, billeting and messing;

(5) Security and custody of cargo, mail, classified material, small arms and Guard Mail;

(6) Procedures for handling Very Important Persons (VIP) (par. 3.2);

(7) Maintaining a secure area and procedures for lost/found baggage and astray cargo;

(8) Training terminal personnel;

(9) Cargo, baggage, passenger loading under the supervision of the aircraft commander or a designated representative;

(10) Aircraft security for remote parking areas; nuclear weapons aircraft will be parked and processed as established in SWOP 50-1;

(11) Health, agriculture and customs clearance;

(12) Maintenance of a current reference library; and

(13) Notification to consignor/consignee on status of shipment. (shipped, arrived, lost etc.)

1.4 Air Terminal Reference Library. References in this enclosure plus pertinent local instructions shall be maintained and readily accessible to terminal personnel. Figure 1.1 contains a listing of cited references. If not currently on the distribution list for any of these references, initiate action to correct this deficiency.

1.5 Quarantine, Disinsectization and Customs

a. Requirements for preventing the introduction and spreading diseases of humans, plants and animals and other items of health or agricultural importance are in reference (c).

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b. DOD customs policy, procedures and responsibilities are in reference (d).

c. Liaison and working relationships with local government officials responsible for clearances shall be established and maintained.

d. Aircraft proceeding to foreign ports shall be governed by requirements of the destination country as specified in reference (e).

1.6 Scheduled Operations

a. Schedules and ground times are established by the appropriate scheduling authority in the flight advisory. A departure from the blocks more than 15 minutes later than scheduled is considered a delay.

b. Delays, estimated revised times and reason(s) for the delay will be reported to the scheduling authority by the aircraft commander as soon as possible. Modified flight advisories will be issued for significant delays (two hours or more).

c. Modification to the flight advisory schedule or lift priority may only be made by the scheduling authority.

1.7 Aircraft Accident. Records for transport aircraft involved in an accident, including passenger and cargo manifests, next of kin forms and weight/balance forms, shall be immediately sealed and held for safekeeping. The information shall be released only by authority of the facility's commanding officer.

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REFERENCE LIBRARY

OPNAVINST 3710.2E, Foreign Clearance Procedures for U. S. Naval Aircraft

OPNAVINST 3730.9A, Aircraft Antihijacking Program

OPNAVINST 4630.9C, Worldwide Aeromedical Evacuation

OPNAVINST 4630.13D, Aerial Ports of Embarkation

OPNAVINST 4630.16C, Revenue Traffic Transported on Department of other than Airlift Service; Industrial Fund (MAC)

OPNAVINST 4630.25B, Air Transportation Eligibility

OPNAVINST 4631.2B, Management of Department of Navy Airlift

OPNAVINST 5130.2A, Armed Forces Courier Service Administration and Operations

OPNAVINST 5530.14, Physical Security and Loss Prevention Manual

OPNAVINST 5840.3A, Customs Inspection

SECNAVINST 6210.2, Medical and Agriculture Foreign and Domestic Quarantine Regulations for Vessels, Aircraft and other Transports of the Armed Forces

NAVSUPINST 4061.9N, Sale of Meal and Surcharge Rates and Ration Credit Conversion Factors; Promulgation of

NAVSUPINST 4610.33C, Reporting of Transportation Discrepancies in Shipments

NAVSUP Pub 505, Preparation of Hazardous Material for Military Air Shipment

SWOP 50-1, Nuclear Ordnance General Information

DOD Regulation 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP) Vol. I, 1 August 1979

BUMEDINST 5360.1, Decedent Affairs Manual

BUMEDINST 6210.3, Etiological Agents and Biomedical Materials; Handling of.

Figure 1.1

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CHAPTER 2

TERMINAL SECURITY

REFERENCES

- (a) OPNAVINST 3730.9A
- (b) OPNAVINST 5840.3A
- (c) NAVSUP P505
- (d) SWOP 50-1

2.1 General

- a. Inspection of passengers, baggage and cargo, and anti-hijacking security measures are prescribed in reference (a).
- b. Inspection and security measures cover all personnel, including those not processed or loaded directly through the terminal (e.g. patients, medical attendants, unit movements).
- c. Terminal security is achieved through constant vigilance. Personnel should be alert to suspicious situations, passengers, baggage or cargo that violate security regulations.

2.2 Warning Signs

- a. Each terminal shall prominently display one or more warning signs.
- b. Specifications:
 - (1) 1/8" aluminum or other suitable material;
 - (2) White background with blue lettering; and
 - (3) Size consistent with easy visibility in the terminal area.
- c. Content (Verbatim):
 - ABOARD AN AIRCRAFT IT IS A FEDERAL CRIME TO:
 - o Seize an aircraft by threat, force or violence.
 - o Stowaway.
 - o Carry concealed weapons.
 - o Transport concealed explosives.

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- o Interfere with crewmembers.
- o Possess, use or transfer narcotic drugs, including marijuana.
- o Conceal or convey false information on the above acts.

PASSENGERS AND BAGGAGE ARE SUBJECT TO SEARCH
AS A CONDITION OF TRAVEL

2.3 Passenger Inspection Policy

a. All personnel, baggage, and personal effects are subject to inspection, except for the following:

- (1) VIPs properly identified;
- (2) Secret Service, Naval Investigative Service (NIS) or Office of Special Investigation (OSI) agents supporting an air-lift movement; proper identification is required;
- (3) Crew members, properly identified;
- (4) Integral Groups (e.g. Inspector General teams, academy midshipmen or cadets, POLARIS crews, reserve units, CAGs, etc.) when special arrangements for processing, normally outside the regular terminal flow, are in effect. A signed certification from the Officer-in-Charge of the group is required;
- (5) Escorts, couriers and guards when properly designated and identified; and
- (6) Aeromedical evacuation patients and attendants when processed per Chapter 7 (paragraph 7.2).

b. Combatants will be inspected in separate marshalling areas. They are authorized to carry unloaded weapons aboard military or commercially contracted aircraft. Ammunition is the responsibility of the troop commander and will normally be loaded so that it is not readily accessible from the passenger compartment (Exception: airborne/air-land assault contingencies or exercises). Close supervision by troop commander/liaison officers must be established to ensure security while enroute.

c. Security Police. Security police should be readily available for immediate response to duress alarms.

2.4 Metal Detection Equipment

a. If available, use metal detection equipment. If such equipment is not available, conduct visual searches. The use of hand-held detection devices is authorized.

b. Training for search techniques and sensitivity adjustments must be conducted.

c. Weekly calibration of equipment must be accomplished by a designated supervisor. When using a standard metal mass in a walk-thru test three alarms in four passes is satisfactory.

d. The following standard metal mass is an acceptable walk-through device for testing magnetometer sensitivity:

(1) Two pieces 1/4" galvanized pipe (2" and 3 1/2") and one galvanized tee; and

(2) Attach the parts to form an elbow. Paint the threads or use tape at connections for insulation - DO NOT TIGHTEN.

e. Calibration techniques:

(1) Hold mass perpendicular to sides of magnetometer;

(2) Walk mass through center of unit;

(3) Use clean hands (no rings);

f. When properly calibrated, visual and audio alarms should barely activate.

2.5 Illegal Arms and Ammunition

a. Illegal arms and ammunition shall not be transported aboard DON/contract aircraft. When found they shall be confiscated and turned over to security for disposition.

b. Illegal items are specifically listed and described in reference (b). They include (generally):

(1) Modified shotguns or weapons made from shotguns;

(2) Modified rifles or weapons made from rifles;

(3) Machine guns or similar automatic weapons;

(4) Destructive devices (e.g. bombs, grenades, rockets);

(5) Firearms silencers;

(6) Incendiary devices (personal survival gear may be excepted by the aircraft commander);

(7) Tear gas, mace, and other noxious gases (personal protection devices may be carried if properly packaged);

(8) Explosives; and

(9) Ammunition not declared or packaged as prescribed in references (c) and (d).

c. Passengers shall be advised that inspections are required for their own safety and that all weapons must be declared at check-in. Passengers failing to cooperate shall be referred to the security police. Items not considered to be weapons (e.g. small pen knives, blades 3 inches or less, safety razors, and small scissors) may remain in the passenger's possession.

2.6 Legal Arms and Ammunition

a. All legal firearms, ammunition and other weapons declared at check-in must be placed in checked baggage. Passengers must complete a certificate of ownership (triplicate), which may be produced locally (Sample in Figure 2.1). Distribution will be made as follows:

(1) 1 copy to aircrew (flight attendant/load master);

(2) 1 copy to destination station (attached to manifest); and

(3) 1 copy to originating station file with manifest

b. The passenger manifest should be annotated with the letter "W" next to the passenger's name to alert the aircrew and down line stations. Each manifest should contain the following certification, signed/dated by the loading supervisor:

STATEMENT

I certify that a check of passengers and baggage was made and that no explosive devices or unauthorized weapons were found. Owners of checked weapons are identified on the manifest by letter "W".

NAME/TITLE

DATE

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2.7 Carriage of Loaded Firearms Aboard Aircraft

a. Authorized Personnel:

(1) State Department couriers identified by diplomatic passport and order endorsement;

(2) Armed Forces Courier Service (ARFCOS) couriers possessing ARFCOS Form 9 identification card while performing duties as security guards under orders and identified to the terminal by the Scheduling Authority;

(3) Other couriers and guards for continuous enroute armed surveillance, requires proper order endorsement;

(4) Prisoner guards;

(5) Troops under contingency (e.g. exercise, combat or civil disturbance) circumstances; and

(6) FBI, NIS, OSI, and Secret Service agents under competent orders, and a copy of these orders will be personally delivered to aircraft commander upon boarding.

b. Surrender of Weapons. Except for those personnel listed in 2.7a(6), weapons will be surrendered to aircrew while airborne unless otherwise specified here.

2.8 Prisoners

a. Must be accompanied by guard (armed if situation demands).

b. Advance coordination should arrange for processing away from terminal area and loading directly from security vehicle(s).

c. Aircraft commander will be kept informed of prisoner loads; enroute security police shall be advised.

d. Prisoners will be handcuffed before boarding and before offloading. They shall remain handcuffed until after take off and on offloading until clear of terminal area.

e. Boarding should be assisted by local security police.

f. Other passengers should not be loaded until weapons are secured and guards/prisoners seated.

g. Dependents, when necessary to be transported on aircraft with prisoners, shall be seated away from the prisoner seating area.

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2.9 Stowaways

a. A " stowaway" is any person who boards or attempts to board an aircraft for travel without proper authorization and manifesting.

b. Flight crew or air terminal personnel shall inspect aircraft prior to loading to detect presence of stowaway(s).

c. Apprehension and follow on action is the responsibility of the Security Police. Terminal personnel, upon discovering a stowaway, should immediately advise Security Police and should take no further action to load passengers until the matter has been resolved.

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SAMPLE CERTIFICATE OF OWNERSHIPCERTIFICATE OF OWNERSHIP

I, _____
(Print Name, Grade and Service SSN)

certify that I am the legal owner of the following described weapons for which I am requesting transportation as checked baggage:

MANUFACTURER: (1) _____
(2) _____
(3) _____

CALIBER/GAUGE: (1) _____
(2) _____
(3) _____

SERIAL NUMBER: (1) _____
(2) _____
(3) _____

(Signature of Owner)

Figure 2-1

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CHAPTER 3

PASSENGERS

REFERENCES

- (a) OPNAVINST 4630.25B
- (b) OPNAVINST 4630.16C
- (c) NAVSUP P505
- (d) SWOP 50-1
- (e) NAVSUPINST 4061.9N

3.1 General

a. Local passenger handling procedure shall stress comfort and convenience, consistent with safety, volume and capability.

b. Eligibility and priority for travel is established by reference (a). Official orders/authority and applicable identification must be presented.

c. Traffic requiring reimbursement (revenue or non-DOD) shall be processed by the scheduling authority following references (a) and (b)).

d. Space available travel shall follow reference (a).

e. Passengers shall not be transported on flights where such transportation is prohibited by references (c) and (d).

3.2 Very Important Persons (VIPs) are military (O-6 and above), U. S. Government civilian (GS-15 and above) or appropriately designated persons, including those in the private sector deserving of special attention. They should be afforded special consideration in processing, waiting, baggage handling embarking/disembarking.

3.3 Appearance and Conduct

a. Uniforms and grooming will be as prescribed in service directives.

b. Working uniforms (khakis, dungarees, fatigues, flight suits, etc) will only be worn by a working party with prior approval of the scheduling agency or as authorized on the flight advisory.

c. Conduct shall be in accordance with published directives. Group movements shall be supervised by a designated Officer/Petty Officer.

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3.4 Reporting Time/Check-in

a. Reporting time shall be a minimum of one (1) hour prior to scheduled departure time or:

(1) As directed in the flight advisory;

(2) As directed by reporting unit's commanding officer in coordination with the Air Terminal Officer; or in

(3) Sufficient time to allow for groups of all sizes to be manifested thirty (30) minutes prior to scheduled departure time.

b. The ATO shall report late or non-arriving passengers by message to the scheduling agency and to the individual's unit commanding officer.

c. Passenger information shall be displayed in conspicuous areas near the terminal entrance and shall include local check-in procedures.

3.5 Manifesting

a. Passengers shall complete required forms (e.g., Next of Kin Record, certification of no prohibited articles, etc.) prior to manifesting.

b. Passengers shall be manifested on appropriate forms. A sample is illustrated in Figure 3.1.

c. Separate manifests shall be used for each destination. There will be no requirement for remanifesting at through stations.

d. Manifests shall be prepared with sufficient copies to provide distribution as follows:

Original plus 1 copy	- Traffic destination station
Legible carbon	- Origination station file
3 copies	- U. S. Customs (when applicable)
1 copy	- Each enroute stations
1 copy	- Air Crew
1 copy	- Troop Commander (as applicable).

e. Arrangements should be made with units or groups to pre-manifest passengers and present manifests with required accompanying forms to the terminal operator in a timely manner.

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3.6 Passenger Handling. Passenger handling should include, but not be restricted to, the following:

- a. Passenger check-in (paragraph 3.4).
- b. Baggage handling (Chapter 4).
- c. Terminal briefing, which shall include following:

- (1) Flight Designator (flight number);
- * (2) Type of aircraft;
- (3) Location of aircraft (departure gate);
- * (4) Aircraft Commander's name;
- (5) Time flight will depart;
- (6) Inflight meal information (paragraph 3.7);
- (7) Smoking restrictions on ramp and on aircraft;
- (8) Time flight will be boarded;
- (9) Where and how to assemble;
- (10) Prohibited item information; and
- (11) Any other information pertinent to the flight.

* Optional

- d. Flight arrival/departure announcements.

(1) A flight arrival announcement (at time of landing) shall contain specific information for personnel awaiting passengers.

(2) A passenger information announcement will be made to familiarize arriving passengers with local procedures.

(3) Departure announcements will include appropriate information in paragraph 3.6c at departure time.

- e. Passenger loading procedure with the order of boarding as follows:

(1) VIPs (par 3.2) and Blue Barks (para 7.5b(9)(b)) may board at their option, either first or last with seats reserved;

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(2) Dependents and sponsors;

(3) Officers and U. S. Government civilians equivalents below the rank of Navy Captain (O-6/GS-15); and

(4) Enlisted personnel;

3.7 In-Flight Meals

a. Navy Food Service System Office (NFSSO) policy provides for the issue or sale of appropriate in-flight meals and beverages to aircrew personnel and passengers embarked in DOD aircraft per reference (e).

b. The terminal facility will be responsible for administration of inflight meals as follows:

(1) Determining the eligibility of passengers to receive inflight meals;

(2) Processing inflight meal/beverage requests and collecting of money; and

(3) Procurement and issuance of inflight meals.

c. In-flight meal requests with a appropriate payment will be submitted to terminal personnel as soon as requirements are known. Request for ten or more in-flight meals will be submitted a minimum of 24 hours prior to request delivery time.

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PASSENGER MANIFEST-NAS AIR TERMINAL

MANIFEST ORIGINATION		MANIFEST DESTINATION		FLIGHT NUMBER		AIRCRAFT NO		DEPT DATE & TIME OF DEPARTURE	
NO.	NAME AND INITIALS	RANK RATE	FILE OR SERVICE NO	UNIT OF ASSIGNMENT	PAX WEIGHT	BAG WEIGHT	BAGGAGE TAG NO	PRIORITY	INFLT MEALS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
AN INSPECTION/EXAMINATION OF THE ABOVE NAMED PASSENGERS AND THEIR HAND CARRIED AND CHECKED BAGGAGE HAS BEEN ACCOMPLISHED AS SPECIFIED IN OPNAVINST 3730.9					TOTALS				
SIGNATURE OF TERMINAL REPRESENTATIVE					PASSENGERS ARE CLEARED FOR FLIGHT				
					AIR TERMINAL OFFICER				
					ABOVE NAMED PASSENGERS LOADED				
					SIGNATURE FLIGHT ATTENDANT/LOADMASTER				

Sample Passenger Manifest

Figure 3-1

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CHAPTER 4

BAGGAGE

REFERENCES

- (a) OPNAVINST 3730.9A
- (b) NAVSUP P505
- (c) SWOP 50-1

4.1 General

a. Passenger baggage includes all luggage, personal effects or packages belonging to passengers.

b. Accompanied baggage: articles loaded on same aircraft as passenger.

c. Unaccompanied baggage: articles that do not accompany passenger; treated as cargo (chapter 5 paragraph 5.9).

4.2 Weight/Size Restrictions

a. Limit is 66 pounds (30 Kilograms) unless further restricted by the flight advisory. Hand baggage carried by the passenger is included in this limit.

b. Baggage in excess of 66 lbs (30 kg) will be accepted if authorized by flight advisory, or if aircraft load permits. Such baggage will be treated as unaccompanied baggage.

c. Baggage weight and number of pieces will be shown opposite the owners name on the manifest.

d. Hand baggage carried by the passenger should be limited to one piece (based on cabin availability) and should not be larger than 9 x 13 x 24 inches.

(1) The use of a measuring box is encouraged to ensure that carry on baggage is within limitations.

(2) Use of a "carry-on" baggage tag will ensure that passengers board only with that baggage presented at check-in.

4.3 Checked Baggage

a. Checked baggage will include all baggage not hand carried aboard aircraft. It will be surrendered to a facility agent at check-in and stored in a secure area after inspection (par 4.4).

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b. Baggage shall be personally checked by each passenger, unless a special provision has been made. (E.g. VIPs, Blue Bark, group/unit movements or medical patients).

c. All checked baggage will have a baggage tag (Figure 4.1) with name, SSN, rank/rate, destination terminal and destination address.

d. VIP/Blue Bark (par 7.5b(9)(b))/Emergency leave baggage should be separately identified.

4.4 Inspection. Passenger baggage will be inspected either visually or electronically in compliance with reference (a).

4.5 Loading/Unloading

a. Baggage will be segregated at check-in time according to the offloading destination. Color coded baggage tags will assist this process.

b. VIP/Blue Bark/Emergency leave baggage shall be loaded on aircraft last, and off loaded first at destination.

c. Baggage will be loaded under supervision of flight crew and stowed to facilitate offloading at intermediate stations.

d. Baggage will be delivered promptly to the passenger at destination upon surrender of the baggage claim stub. If the claim stub has been lost, baggage will be delivered to the passenger upon proper identification. A signed receipt will be filed with the concerned flight records.

e. If a passenger fails to board the aircraft, his/her baggage will be removed in the interest of security.

4.6 Loss and Damage Claims

a. All claims for lost/damaged baggage will be filed by the passenger in accordance with Chapter XXI of the Manual of the Judge Advocate General. Terminal personnel should assist where possible in completing the proper forms.

b. A record of claims and case history of each shall be maintained.

c. Each passenger claim must be supported by a valid claim check.

d. Records of lost baggage returned to the owner shall be supported by a signed receipt.

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4.7 Lost Baggage

a. When lost baggage has been reported, the air terminal facility shall:

- (1) Conduct a search of the facility area and aircraft;
- (2) Telephone and/or send a tracer message to the originating and enroute stations where baggage may have been lost, include passengers name, SSN, rank/rate, baggage description, flight number, originating station and destination;
- (3) Reply to any tracer messages within 24 hours;
- (4) Aid passengers in submitting claims and completing forms;
- (5) After 30 days notify passenger when tracer efforts have not found lost baggage and forward case files and subsequent information to the Lost and Found Baggage Supply Investigator, at the Naval Supply Center for area concerned; and
- (6) Furnish a statement to the passenger when it is evident that the baggage was lost while in the custody of the air terminal facility or in transit.

b. Unclaimed Found Baggage. Baggage unclaimed one hour after flight arrival or found in the terminal area, or baggage that is clearly separated from its owner is unclaimed/found baggage. Such baggage shall immediately be placed in the custody of the ATO, who shall:

- (1) Inventory found baggage and place in a lost/found secure area;
- (2) Maintain case file on found baggage, actions and disposition;
- (3) Attempt to locate the owner;
- (4) Review tracer action files;
- (5) Transmit a message on the first and fifteenth of each month to all concerned stations listing all unclaimed baggage; and
- (6) Contact the nearest Naval Supply Center for disposition.

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c. Lost/Found Baggage Records shall be distributed as follows:

(1) Original Copy

(a) Lost Baggage: After 10 days forward to Navy Supply Center, Supply Investigator (in the area concerned) with copies of all correspondence, list of contents furnished by owner, etc.

(b) Found Baggage

1. Forward same day to Navy Supply Center, Investigating Officer (Area Concerned) if baggage inventory reveals no details of ownership.

2. If details of ownership are found, hold for tracer action.

3. If unable to locate owner within 30 days, forward to number 1 above.

(2) Duplicate Copy: Retain for terminal files.

(3) Triplicate Copy

(a) Lost Baggage: Forward to passenger reporting loss.

(b) Found Baggage: Attach to baggage.

4.8 Prohibited Articles

a. Air terminal facilities shall take appropriate precautions to see that prohibited articles are not placed on board aircraft.

b. Prohibited articles of baggage are covered under references (b) and (c). A partial listing follows:

(1) Pets;

(2) Illegal weapons, ammunition, and explosives as listed in Chapter 2, paragraph 2.5;

(3) Flammables prohibited by reference (b);

(4) Magnetrons/magnets;

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(5) Radioactive material;

(6) Narcotics and other controlled drugs without prescription; and

(7) Any other material listed in and not conforming with provisions of reference (b);

c. A list of prohibited items should be prominently displayed at the baggage check-in area.

d. The aircraft commander retains final authority to refuse any article he deems hazardous or unsafe.

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PASSENGER INFORMATION		NO. 2899	
FLIGHT NO.		TO	
PRIORITY - 1, 2, 3, 4		MEAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
PASSENGER NAME			
RANK/RATE		SSN	
SERVICE BRANCH		UNIT	
IN EMERGENCY NOTIFY		RELATIONSHIP	
ADDRESS (NUMBER, STREET)			
CITY, STATE		ZIP	
CHECKED BAGS PIECES	POUNDS	PERSONAL WEIGHT	HAND BAGS POUNDS
CERTIFICATE			
I CERTIFY THAT I DO NOT HAVE ANY PETS, LIVE AMMUNITION, GRENADES, EXPLOSIVES, INFLAMMABLES, MAGNETRONS, RADIOACTIVE MATERIALS, ALCOHOLIC BEVERAGES, NARCOTICS, FLASHBULBS, OR UNDECLARED WEAPONS IN MY BAGGAGE OR MY PERSONAL EFFECTS.			
SIGNATURE OF PASSENGER		DATE	
11ND NABA 4680/27 (3-80)			
ATTACH TO		CHECKED BAG	

- Copy 1-Original - Retained by passenger to claim baggage
 2-Manifest - Retained by air terminal
 3-Boarding Pass - Collected by flight attendant at aircraft
 4-Inside I.D. - Placed inside baggage
 5-Baggage Tag - Attached to baggage

NOTE: Copy number 5 may be printed in various colors to facilitate various station identifications.

Sample Multi-use Baggage Tag

Figure 4-1

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CHAPTER 5

CARGO

REFERENCES

- (a) OPNAVINST 4630.25B
- (b) DOD Regulation 4500.32-R
- (c) NAVSUP P505
- (d) SWOP 50-1
- (e) OPNAVINST 5530.14
- (f) OPNAVINST 4631.2B
- (g) OPNAVINST 5130.2A
- (h) BUMEDINST 6210.3
- (i) NAVSUPINST 4610.33C

5.1 General

a. Cargo eligibility and priority for transport on DOD aircraft shall be in accordance with reference (a).

b. Cargo to be transported shall be properly documented, and labeled in accordance with references (a) and (b).

c. Precise weights and appropriate records shall be maintained.

d. Palletized cargo shall be weighed and pallet weights shall be listed on the cargo manifest and weights prominently displayed on each pallet.

e. The Air Terminal is responsible for ensuring that all cargo is properly packaged and palletized for the aircraft on which it is to be carried.

5.2 Acceptance of Cargo

a. Custody of cargo after acceptance at the origin terminal until delivery at final destination is the responsibility of the air terminal facility, except while on board the aircraft.

b. Cargo normally should not be accepted more than 48 hours in advance of scheduled departure.

(1) Space available cargo should not be accepted until it is reasonably certain that airlift can be accomplished.

(2) Deviation from the acceptance time frames may be made if adequate storage space is available.

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c. Terminal personnel shall not accept responsibility for packaging/labeling/documenting cargo for shipment. The shipping activity shall be requested to correct packaging/labeling/documentation errors.

d. Cargo listed in paragraph 5.11 shall not be accepted.

5.3 Documentation

a. Cargo must be properly documented and accompanied by a Transportation Control and Movement Document (TCMD-DD Form 1384), or Cargo Manifest (DD Form 1385) completed per reference (b).

b. Labeling

(1) All cargo shall be properly labeled using Military Shipment Label/Shipping Tag (DD Form 1387/1387-1) as illustrated in reference (b).

c. Special Handling/Data Certification. Cargo indentified as hazardous, classified, bonded or requiring special handling as directed by the shipper or reference (h), shall require completion of a Special Handling/Data Certification Document (DD 1387-2) as prescribed in reference (c)

5.4 Records

a. The air terminal facility shall, upon accepting custody, return a signed copy of a TCMD, supply issue document or manifest to the shipping activity or his agent.

b. The loading terminal shall obtain signed copy/copies of TCMD/Manifest from the aircraft commander or a designated crew-member.

c. The terminal facility at cargo destination shall accept cargo from the aircraft commander by signing the TCMD/Manifest.

d. The agent receiving the cargo at final destination shall sign the TCMD/Manifest.

e. All records (TCMD, etc) shall remain on file for 90 days.

5.5 Special Cargo. Special Cargo shall include nuclear weapons, hazardous, classified, bonded and other cargo requiring special handling by shipper or reference (d).

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a. Nuclear Weapons Cargo

(1) Reference (d) prescribes handling procedures and takes precedence over conflicting directives.

(2) Appointed couriers of transferring/receiving commands are responsible for safety, physical security, loading and unloading.

b. Hazardous Cargo

(1) Hazardous cargo is defined in reference (c).

(2) Hazardous cargo may be loaded and transported on DOD aircraft as indicated by reference (c). ATO/aircraft commanders shall ensure full compliance with its provisions.

(3) Restrictions to hazardous cargo movement include:

(a) Medical air evacuation flights shall not be used;

(b) Operational necessity exists to justify airlift and certification to that effect has been made by shipper or sponsor to the scheduling authority;

(c) Qualified personnel have determined that the materials are packaged and labeled in accordance with reference (c) and DOT regulation;

(d) Passengers shall not be carried unless authorized by reference (c);

(e) Cargo manifest (DD Form 1384 or DD Form 1385), DD Form 1387-2 and load messages shall indicate the hazardous nature and special handling instructions, if any; and

(f) When cargo is toxic, irritating, or corrosive, all personnel shall be briefed on precautions and emergency handling procedures in addition to having appropriate/approved personal protective equipment in their possession.

(4) The aircraft commander, or a designated representative, shall be consulted prior to loading hazardous cargo. The Commander shall be briefed by qualified personnel on properties of the hazardous material and any special safety precautions/emergency procedures that may be required. The aircraft commander shall sign DD 1387-2 or statement acknowledging hazardous cargo on board and its location.

(5) Sealed containers/tanks/reservoirs must meet specification for air transportability as specified in reference (c).

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(6) Built up tires must be deflated.

c. Classified Cargo

(1) Classified cargo shall be handled per reference (e).

(2) Flight crews shall not be required to accept custody of classified matter/cargo.

(3) Load messages shall identify classified cargo shipments.

d. Bonded/Valuable/Pilferable Cargo. Hand to hand receipts shall be employed to transfer custody. (Examples include watches, chronometers, narcotics, alcohol, etc.) The manifest shall clearly identify the cargo, including its location in the aircraft.

e. Armed Forces Courier Service (ARFCOS) Material

(1) ARFCOS material must be scheduled for movement as prescribed in reference (f).

(2) Procedures for handling ARFCOS material and designation of couriers are contained in reference (g).

(3) Movement of ARFCOS material shall be coordinated with the nearest Armed Forces Courier Station.

f. Etiologic Agents/Biomedical Materials. The definition of and procedures for the safe shipment of this category of cargo is contained in reference (h).

5.6 Loading/Offloading

a. Terminal facility personnel shall be responsible for loading/offloading aircraft transiting their facility.

(1) The Aircraft Commander or a designated representative shall be responsible for supervision of loading, unloading, tie-down and inflight security of all cargo loaded aboard the aircraft.

b. Terminal facility personnel shall receive adequate training in cargo operations as follows:

(1) Safety and health precautions;

(2) Gross weight, compartment and deck load limitations as prescribed in NATOPS; and

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(3) Equipment operation in the vicinity of aircraft.

c. Scheduling authority shall provide air terminal facilities with aircraft cargo loading handbook and special instructions including:

(1) Special procedures/precautions;

(2) Weight and compartment limitations; and

(3) Packaging instructions (e.g. cargo in C-9 baggage compartment).

d. At stations/airports where no terminal facilities exist, the shipper/receiver will be responsible for loading/offloading aircraft under supervision of the flight crew.

e. If higher priority cargo necessitates offloading of cargo at an intermediate station, the facility involved will notify the scheduling authority, which will assume responsibility for rescheduling the movement of the cargo.

5.7 Manifest

a. All cargo loaded shall be listed on a cargo manifest.

b. Copies of the manifest shall be available for each station at which cargo will be offloaded. The manifest shall include (reference (b)):

(1) Cargo weight;

(2) Cargo priority;

(3) Cargo bin location;

(4) Documents attached as prescribed by reference (d);

(5) Transportation Control Number (TCN) for each shipment (reference (b)); and

(6) Consignee/destination of cargo.

c. At stations or airports where no terminal facility exists, shippers shall be responsible for manifest preparation.

5.8 Unaccompanied Baggage

a. Unaccompanied baggage as described paragraph 4.1 shall be treated as cargo, except that it shall be expedited as much as possible.

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b. At destination, the ATO shall be responsible to notify the owner or deliver the baggage as appropriate.

5.9 Combination Passenger/Cargo Operation. Passenger/cargo combinations may be transported on DON aircraft, if loaded in accordance with applicable aircraft NATOPS, unless the cargo onboard precludes the carriage of passengers.

5.10 Lost/Damaged Cargo

a. Lost Cargo

(1) The facility first noting a loss shall initiate tracer action. All tracer messages shall be answered within 24 hours. Tracing shall continue until all means of recovery are exhausted.

(2) Cargo which has been misrouted shall be rerouted on the first available flight.

(3) If cargo is not located within 72 hours after tracer action is initiated:

(a) The facility first noting a loss shall coordinate and advise required activities in accordance with reference (i) by message that tracer action has failed; and

(b) all activities involved shall initiate investigation.

(4) When cargo has been located, notify all involved activities. Forward a copy of the investigative report to the scheduling authority, consignor and consignee.

(5) If cargo is not located within 30 days, the investigative report shall be forwarded with a Discrepancy in Shipment Report (SF 361) (DISREP) following reference (i).

b. Damaged Cargo

(1) Cargo damaged in transport while in the custody of the terminal or DON aircraft shall be repacked and forwarded as required by shipping instruction.

(2) If high priority cargo is damaged, shipper and consignee shall be advised by message.

(3) The facility noting the damage shall investigate and submit a report of circumstances on the Discrepancy in Shipment Report (DISREP-SF 361) in accordance with reference (i).

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5.11 Prohibited Cargo

a. Any cargo prohibited by references (c) and (d), plus the following categories, shall not be carried on DON aircraft:

(1) Wild or dangerous animals.

(2) Radioactive material, unless shipped in accordance with paragraph 5.5.

(3) Etiological agents/biomedical materials, unless shipped in accordance with reference (h).

b. The aircraft commander retains final authority to refuse any cargo that he or she feels will affect the safety of the flight.

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CHAPTER 6

MAIL

6.1 General

a. Mail may be carried in DON aircraft as prescribed in applicable directives and postal regulations. Questions should be referred to the nearest military postal facility.

b. U. S. Mail shall not be transported by DON aircraft from point to point within U. S. or between U. S. and possessions/territories where it parallels facilities of the U. S. Postal Service. Deviations from this policy must be authorized by CMO.

c. U. S. (military) mail may be transported via DON aircraft outside the CONUS.

6.2. Priorities

a. Priority 1: Letter mail or priority packages.

b. Priority 2:

(1) Military Official Mail (MOM);

(2) Second, Third and Fourth Class mail marked (MOM);

(3) Space available (SAM); or

(4) Parcel Air Lift (PAL).

c. Priority 3. All other mail.

6.3. Mail Handling

a. Allocation of space for mail on DON airlift is controlled by the authorized scheduling agency.

b. U. S. Mail:

(1) Military Post Office mail shall be handled following their express instructions;

(2) The air terminal officer or his or her agent shall assume custody of mail if properly manifested and packaged, in accordance with U. S. postal regulations and DOD directives;

(3) The loading and unloading of mail is the responsibility of the air terminal facility. Mail shall be treated as cargo; and

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(4) Documentation and records as required by pertinent directives will accompany mail and shall be receipted for by authorized personnel. Proper records shall be maintained by shipping and receiving activities.

6.4 Guard Mail

a. Mail concerned with the operation and administration of DON organic airlift may be transported as guard mail.

b. Guard mail shall be stamped with the date, time, unit of origin, transfer and destination. It shall be pouched by the unit of origin and receipted for as necessary.

6.5 Lost/Damaged Mail shall be reported immediately to the nearest postal authority for disposition. The situation also will be documented as prescribed in paragraph 5.10.

6.6 Prohibitions. U. S. Postal Service laws and regulations, and appropriate DOD directives, prohibit the carrying of stamped, franked, plain letters/packets by individuals or flight crews (guard mail is excepted). An individual/flight crew member is subject to fine/imprisonment for carrying a private letter/packet(s) considered as mail for an individual.

CHAPTER 7

PATIENTS/HUMAN REMAINS

REFERENCES

- (a) OPNAVINST 4630.9C
- (b) BUMEDINST 5360.1
- (c) OPNAVINST 4630.25B

7.1 General

a. Aeromedical evacuation will be performed only by units specifically assigned an aeromedical evacuation mission, except where a commander and the senior medical officer determine the medical urgency is such that time involved in securing aeromedical evacuation service will likely endanger the life, limb or cause a serious complication resulting in permanent loss of function by the patient.

b. DON aircraft used for MEDEVAC shall strictly adhere to reference (a).

c. Prolonged delays shall be reported to the nearest medical facility for appropriate actions.

d. The aircraft commander is the final authority for the refusal of a patient if he feels that the patient or flight safety is jeopardized.

7.2 Classification and Screening of Patients

a. Classification and screening of passengers are described in reference (a) and controlled by the medical facility coordinating the evacuation.

b. Medical facility commanders shall ensure compliance with Chapter 2 of this instruction relating to security and shall so certify by a signed document to be retained by the ATO attesting to inspection performed (see paragraph 2.3).

7.3 MEDEVAC Baggage

a. MEDEVAC patients are authorized the standard baggage allowance as described Chapter 4 and reference (a).

b. Medical attendants are authorized additional baggage as required for special medical kits/equipment.

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7.4 Documentation

a. The patient evacuation manifest (DD Form 601) shall be completed by the medical facility and sufficient copies filed with the air terminal facility.

(1) The air terminal facility shall return a signed copy of DD Form 601 to the medical facility.

(2) The remaining copies shall be used to complete the aircraft flight manifest and provide copies for downline stations. The patient's location in the aircraft shall be identified on the passenger manifest.

(3) The Baggage Tag (DD Form 600) shall be used in lieu of normal baggage tags.

b. Air evacuation flight advisories shall normally be issued by the scheduling agency. All departures shall be in accordance with reference (a).

7.5 Transportation of Deceased by DON Aircraft

a. The Decedent Affairs Manual (reference (b)) shall be adhered to for the transportation of deceased. The nearest medical facility shall be consulted to ensure that proper procedures are followed.

b. Sections of reference (b) are paraphrased for guidance.

(1) "9b" Government Air. Government air transportation is not authorized in CONUS, except for cremated remains. Any deviations must be approved by CNO.

(2) "9.3" Outside CONUS. Government air is normally used to transfer remains:

(a) between two points outside CONUS;

(b) from a point outside CONUS to CONUS point of entry; or

(c) from a point inside CONUS to a point outside CONUS.

(3) When government travel outside CONUS would cause undue delay for transportation described above (7.5b(2)), commercial air transportation is authorized.

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(4) "9-8b" Remains of persons dying of contagious disease: The Human Remains Transfer Case will suffice if such remains are wrapped and sealed in polyethelene sheet.

(5) "9-8d" Disinterred Remains. The human remains transfer case may be substituted for the hermetically sealed casket for transporting remains outside CONUS and to port of entry.

(6) Cremated Remains. Cremated remains may be hand carried on DON aircraft on a space available basis if escort is eligible for travel in reference (c). Boarding priority is immediately below emergency leave passengers.

(7) Movement of Remains. Remains will be transported to destination as expeditiously as possible. Once embarked, only under extreme circumstances would remains be removed short of destination.

(a) Remains will be transported on cargo flights when possible.

(b) If remains are transported in a passenger compartment, the passengers will be informed.

(8) Escort

The escort will be permitted to accompany remains whenever possible.

(a) If the escort is unable to accompany the remains he will be routed to arrive at same time or prior to arrival of the deceased.

(b) Only special escorts (defined in reference (a)) shall be assigned from points outside CONUS to points within CONUS.

(9) Dependent Transportation

(a) Transportation of dependents of deceased military personnel shall follow references (b) and (c).

(b) "BLUE BARK". the term "BLUE BARK" shall be used on load message to indicate the transportation of dependents of recently deceased personnel.